CCS Owner Tool Kit – A Tactical Guide

CCS Certification Program
- Easy to identify safer contractors
- Less time spent reviewing contractors
- Helps ensure contractors on your site meet safety requirements
- Can be used as a complete contractor safety pre-qualification program or as an accepted form of contractor safety pre-qualification

> ***To get started:***
> - Go to the CCS Certification Program website at **www.ccscertification.org/Account/LogOn** and click "Register" in the upper right corner
> - Choose "Owner" and complete the application
> - Once approved, you have access to hundreds of contractors who have completed a safety program evaluation

Easy to view participating contractor list* includes:
- Company Name
- Status
- Type of Work
- Current EMR
- Workers Comp Expiration Date
- NAICS Code

*Participating contractor list can be searched, sorted and exported to Excel.

Click on individual contractors to view information including:
- Safety program evaluation scores and reviewer comments
- Safety Program
- OSHA Statistics for three most recent years
- EMR data for three most recent years
- Certificate of Insurance
- Risk mitigation plan (if required)

Ability to select specific contractors with whom you do business and receive a weekly report that includes any status changes
- Check the "Is Favorite" box on contractors that you want to include on your weekly report
- Log onto your profile
- Check the "Send Weekly Report" box at the top of your profile

Substance Abuse Program
- Model substance abuse program to put requirement in place that all contract workers must present a valid CCS Card and be available to work before entering jobsite
- Identify workers who have passed a drug and alcohol screen in the past year
- Helps ensure you have a drug free workplace

> ***To get started:***
> - Go to the CCS Safesite database website at **www.ccssafesite.org**
> - Register as a "Card Manager" and complete the application
> - Once approved, you have access to hundreds of workers who have CCS Cards and have submitted for drug and alcohol screening

Easy to access worker data on your smart phone, tablet or computer using one of three options:
- Scan QR code on card
- Enter card number
- Enter worker name and last five digits of SS#

Database worker information includes:
- Worker name
- Has passed a drug test in the past 12 months and available to work
- Date of last drug test
- Type of drug panel of last test

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Worker Training Database
- ◆ Verify individual worker's safety training
- ◆ Check prior to coming on site or performing a task
- ◆ Helps ensures workers have required safety training

To get started:
- ◆ Go to the CCS Safesite database website at **www.ccssafesite.org**
- ◆ Register as a "Card Manager" and complete the application
- ◆ Once approved, you have access to hundreds of workers who have CCS Cards and their training records

Easy to access worker data on your smart phone, tablet or computer using one of three options:
- ◆ Scan QR code on card
- ◆ Enter card number
- ◆ Enter worker name and last five digits of SS#

Database worker information includes:
- ◆ Worker name
- ◆ Safety training completed
- ◆ Expiration dates of training if required
- ◆ Documentation for each training listed

Worker Training Database can also be used for your own employees or for your owner orientation:

To get started:
- ◆ Go to the CCS Safesite database website at **www.ccssafesite.org**
- ◆ Register as a "Training Manager" and complete the application
- ◆ Once approved, you have the ability to enter worker training information

To enter training data:
- ◆ Need to have worker's CCS card number
- ◆ Enter worker's CCS card number
- ◆ Click on the worker's name to access their record
- ◆ Complete the form
- ◆ Upload documentation that supports the training
- ◆ Option to perform a bulk upload when adding multiple files (must be a CSV file)
- ◆ CCS administrator will review and approve all training entered

Have questions or need assistance?
Contact Heather Martin, Program Director, at (317) 686-2665 or email heather@ccs-safety.org.